



# St Martin-in-the-Fields

Kitchen Porter Application Pack

## **Who we are**

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

## **About the department**

The café has 224 seats, open 7 days a week, and provides in house catering for events, conferences and private dining. In addition we offer a seasonal outdoor dining, The Courtyard at St Martin's which opens from April to October. The daily changing buffet offers freshly prepared value for money food and attracts a mix of people from local office workers and residents to tourists from all over the world. It has been a successful component of the commercial operations at St Martin's for over 30 years, and has recently been awarded the Trip Advisor Certificate of Excellence.

Visitors to Café in the Crypt, and The Courtyard at St Martin's are delighted by the range, choice and options available when they arrive to experience one or both of the Café's or when attending an Event, private function or conference. An amazing venue in the heart of London which offers great value, freshly cooked food, a unique venue for entertaining and a TripAdvisor Certificate of Excellence.

The Café is open every day (except for Christmas and Boxing Day), generally from 10.00 to 21.00 serving a range of breakfasts, lunches, dinners and afternoon tea. On top of this, the Café is host to a weekly Jazz night and many daytime and evening events, functions and conferences.

## **About the role**

This is an interesting and varied role, for a passionate individual on their career pathway in catering, and you will need to bring skills and a fantastic attitude to ensure that food goes out on time and to the high standards we expect.

Your development is important to us and objectives are set at your appraisal or one-to-one meetings and will assist you in your development within your role.

## **Working at St Martin's**

Based at: Café in the Crypt, St Martin-in-the-Fields, Trafalgar Square, London.

Working pattern: Monday to Sunday, 35 hours per week (5/7 days).

Salary: £10.55 per hour, plus Workplace Pension

A meal allowance when on duty, free filter coffee and tea throughout your working day, all other items outside of allowance attract 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books and CDs) and limited concert concessions.

Holiday entitlement: 28 days holiday including bank holidays pro rata.

Notice period: 1 week

For a full job profile see our website [www.smitf.org](http://www.smitf.org)

## **Job Profile**

### **1 Operations**

- Always trying to minimise breakages and losses
- Adhere to opening and closing procedures
- Correct and proper set up of stocked areas at all times
- To follow all kitchen cleaning rotas on a am/pm daily routine as displayed in all areas of the kitchens
- Washing and drying of cutlery, crockery and table trays, which if need be, washed and dried manually
- To ensure that items which are sent to be recycled, are disposed of in the correct areas and in correct bags and containers provided
- The removal of daily rubbish at times stated on a am/pm programme and placed in the correct areas and waste bins provided
- Storage of dry goods to be correctly stored and using a stock rota system on the advice of the Head Chef
- Removal of packaging from dry goods area and cleaning of after each delivery

### **2 Customer service**

- Provide and maintain good customer service
- Build a strong working relationship with the front of house team, kitchen team and across site team
- Maintain an organised and clean environment in all kitchen areas

### **3 Health and safety**

- Practice good health and safety procedures at all times, report any operational problems which may interfere with work to Head Chef, Executive Chef, Duty Manager or appropriate team
- Maintain a high level of cleanliness in your immediate working area and strictly adhere to cleaning rota schedule
- Be able to use and clean all machinery in use in accordance with manufacturers guidelines and safely

### **4 Performance and personal development**

- Build a strong working relationship with catering team and cross site team
- Undertake all relevant training for the role

**5** This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

## **Who we are looking for**

The Café in the Crypt is looking to appoint new Kitchen Assistants to the team, to support the chefs and front of house team in the thriving Café in the Crypt. We are looking for someone who is:

- Passionate – about food and cleanliness
- Hardworking – who thrives in a high volume, high paced environment
- Friendly – able to work together for a great end result
- Enthusiastic – about working in a team

## **Person Specification**

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Experience of working in a busy, customer orientated environment
- An understanding of working in a supportive role with a catering environment
- A knowledge of Health & Safety, practising procedures at all times
- Ability to maintain consistently high standards
- Excellent communication and interpersonal skills
- Ability to work as part of a team
- Ability to work independently and follow instruction
- Excellent customer service skills
- Sound, solid and consistent work ethic
- Organised and methodical approach

On top of this you will need to have:

- Work in sympathy with the ethos and values of St Martin's
- And be, energetic, passionate, driven and ambitious, with the right attitude!

## **How to apply**

To apply for this post, please email the following to [hr@smitf.org](mailto:hr@smitf.org):

- a supporting statement, explaining why you believe you can do this role
- a comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101/1119.